



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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September 20, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-18

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Optional Term Life (OTL) & Personal Accident Insurance (PAI)

Beginning Monday, September 23, 2002, agencies should begin entry of the Group Prudential Optional Term Life and PAI enrollment forms that have been received during open enrollment. Only employees who currently have Basic or Basic plus Supplemental Life Insurance are eligible for this additional insurance. **Before any entry is made in ISIS HR, agencies must first determine whether the employee is currently enrolled in Basic Life or Basic plus Supplemental Life. There is no edit in the ISIS HR system to validate the current life enrollment type against the optional term life entered.**

Please refer to <http://www.doa.state.la.us/OSIS/BulletinBoards/HR/bulletinboard.htm> - OGB and the ISIS HR Online Documentation System for complete details on enrolling in the Optional Term Life Benefits Plan. If at all possible, complete enrollment entry by next payroll close on Monday, September 30, 2002. Questions about entry into ISIS HR should be directed to the ISIS HR Help Desk at (225) 342-2677.

If not done so already, agencies should forward a copy of the enrollment form to the Office of Group Benefits (OGB) and keep the original. No copy is sent to Prudential. All questions related to the enrollment form should be directed to OGB Customer Service at (225) 925-6500 or (800) 272-8451.

As with regular Group Life, Optional Term Life maximums are based on the employee's annual earnings. OTL rate changes for those employees with pay increases will automatically adjust the following month after the pay increase in ISIS HR. OTL rate changes for employees that fall into the next age range during the plan year will automatically adjust for July 1 (June's deductions) each year.

JWC:ACV:kmb